

## *A piece of the puzzle*

Information for  
families and friends  
of older adults



*helping you solve your puzzle  
so all the pieces fall into place*

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## **Emergency Information: a packet everyone should have**

Save time and prevent problems later by taking the time NOW to put together a packet of your **Emergency Information** and documents to have accessible in case of any crisis. Keep this packet in a waterproof envelope or bag with “My Name: Emergency Info” clearly labeled on it. Make multiple copies of the entire packet: one set should stay in your home, to go with you to any medical visit; one set should be kept by the main support person or caregiver; and a copy should also be kept with a complete **Document Inventory** of your important personal records.

### **Medical Info**

- List of all doctors and care providers: names, specialty, phone and fax numbers.
- List of all medications AND over-the-counter vitamins or supplements. List each item’s full name, dose, instructions, what condition it is for, who prescribed it, and if possible, when the person started taking it.
- List of all assistive devices the person uses or has: hearing aids, glasses, cane, wheelchair, etc.
- Be sure to keep this information updated regularly – things change frequently for older people especially after any doctor’s appointment or hospital stay.

### **Identification**

- Full legal name, date of birth and Social Security number – you often can’t get any information about anyone without these details. Copy of state ID or driver’s license if possible.
- Copy of Medicare card, health insurance card, prescription plan cards, long-term care insurance policy, or a list of these ID numbers and the customer service phone number.

### **Contact Information for Family / Friends**

- Make a list of people who are important to the person and specify who to notify in case of an emergency and/or who might be able to help out.
- For each person, list the relationship and how to best contact them (phones, email, texting ok).
- List children, grandchildren, close friends and neighbors; in-home care providers, apartment manager or residential community contacts; local clergy, if they have a preferred religious affiliation.

### **Document Copies**

- Copy of **Advance Directive, Living Will, POLST or MOLST form** (Physicians or Medical Orders for Life Sustaining Treatment) – specifies what the person’s wishes are in case of any emergency.
- Copy of any **Power of Attorney (POA)** or **Durable Power of Attorney (DPOA)** – these give someone else the authority to make decisions and take action for a person if they are unable to do so.
- Be sure your primary care provider and other care providers have copies of these documents on file.